

SOUTH CENTRAL ASSOCIATION OF BLOOD BANKS  
Job Description of **PRESIDENT**

Responsible & Reports To: Association Membership

Term of Office: One Year

Eligibility for Office: The President-Elect will automatically assume the duties of President at the election of the new board, which shall be held at the Business Meeting at the Annual Meeting by the voting membership.

Basic Functions:

1. Serve as the Chief Executive Officer of the Association and as Chair of the Board of Directors and Executive Committee
2. Assure the successful attainment of the Association's educational and budgetary goals
3. Assure the accomplishment of the duties of the Executive Committee, the Central Office and Committee Chairs

Responsibilities:

1. Maintain communications with President-Elect and Central Office concerning on-going Association business and activities; delegate duties as necessary
  - a. Establish a Critical Calendar for the Association to include the timing of correspondence, various calls for action, distribution of programs and Pulse
  - b. Establish a communication schedule with the Central Office to assure all tasks are carried out in accordance with the Association's calendar
  - c. Sign routine documents and instruments necessary to the transaction of Association business, and/or those as may be called for by the Executive Committee
  - d. Prepare correspondence on behalf of the Association as required
  - e. As specified by the Executive Committee (or when appropriate due to unforeseen circumstances) represent the Association to such entities as the media, other Associations, blood banking representatives from states outside the Association, etc.
2. Conduct the Post-Convention meeting of the Board and Committee Chairs
  - a. Develop the Information Packet for the Board and Committee Chairs for distribution
  - b. Conduct (or delegate to an appropriate officer) an orientation session for the Board members and Committee Chairs
  - c. Perform Annual Meeting assessment, and if appropriate, make any necessary changes to the Critical Calendar, meeting shell, or Association documents

3. Through contact with the Committee Chairs, assess progress of all committees toward the successful completion of their assigned charges and time lines; modify the Critical Calendar as necessary
4. In conjunction with the Central Office and Board of Directors, set dates, times and location for various meetings including:
  - a. Annual Meeting and the Strategic Planning Meeting
  - b. Board Meetings (Post-Convention, Interim (summer), Pre-Convention)
  - c. Executive Committee Meetings and Budget Meeting
5. Establish agendas and utilizing the South Central Association of Blood Banks Guidelines for Conduct of Board Meetings, preside over:
  - a. Board Meetings (Post-Convention, Interim, Pre-Convention)
  - b. Executive Committee Meetings and Budget Meeting
  - c. Strategic Planning Meeting
  - d. Annual Business Meeting
6. Preside over the following Annual Meeting Functions:
  - a. Opening Ceremony
  - b. Member Orientation Event
  - c. Exhibit Opening
  - d. Exhibitor's Feedback Session
  - e. Administrative & Scientific Lectures
7. Select the Administrative & Scientific Lecturers, the Master of Ceremonies (Annual Awards Ceremony) and approve the Awards Committee's selection of recipients for all other awards
8. During the Awards Ceremony, deliver "final remarks" and conduct the Gavel-Passing ceremony
9. Review the content and assure the timely publication and distribution of:
  - a. Calls for: Abstracts, Awards, Board Nominations, Committee volunteers
  - b. PULSE
  - a. Preliminary Program & Annual Meeting notice; Final Program & Abstract Journal
  - b. Vendor Support Guide
  - c. Communicate with the membership through the President's Message in each issue of PULSE
10. Approve any mailing from the Central Office or from Committee Chairs, District Directors to the membership and/or exhibitors not included in the budget
11. Assure the accomplishment of the administrative duties of the Central Office by:
  - a. Establishing performance criteria for the Central Office staff
  - b. Communicating these expectations during the annual performance review

- c. In conjunction with the Executive Committee, review the Central Office contract and sign it for the following contract period if needed
- 12. Prepare and pass the authority and responsibility of the President at the mid-term by:
  - a. Communicating performance evaluations of the Committee Chairs, and District Directors
  - b. Assisting with the preparation of the Critical Calendar for the following year
- 13. The Executive Committee is responsible for at least an annual performance appraisal of the Executive Director and the management company within the first quarter of the succeeding fiscal year. All members of the Executive Committee will participate in the assessment prior to the formal appraisal session.

SOUTH CENTRAL ASSOCIATION OF BLOOD BANKS  
Job Description of **PRESIDENT-ELECT**

Responsible & Reports To: President

Term of Office: One Year

Eligibility for Office: Any individual member of the Association who has served as an Officer or District Director and has attended at least 2 board meetings in the two years immediately prior to their nomination.

Basic Functions:

1. Learn the activities of the Association and the duties of the President
2. Prepare to assume the responsibility of President of the Association
3. Serve as a member of the Executive Committee and the Board of Directors
4. Serve as Chair of the Membership Committee

Responsibilities:

1. Attend all meetings of the Executive Committee and the Board of Directors
2. Maintain communication with the President and Central Office concerning the on-going Association business and activities; participate as requested
3. Represent the Association as requested by the President
4. Review policies and documents of the Association; includes, but is not limited to:
  - a. Bylaws and Articles of Incorporation of both the Association and the Foundation
  - b. The Policy Manual
  - c. Board Member and Officer's job descriptions
  - d. Executive Committee Minutes for the last three years
  - e. Operating Guidelines for the Board
  - f. Current Critical Calendar
5. Learn the guidelines for conduct for Association meetings (including Robert's rules of order).
6. Learn the organization and function of the Central Office, including:
  - a. Job descriptions, personnel policies and Office Operations Manual
  - b. Recent performance evaluations of the Central Office
  - c. Services offered and materials distributed
  - d. Financial Statements and Contractual Agreements

7. Prepare to serve as President of the Association by:
  - a. Learn the duties of President
  - b. Working with the President and Planning Committee to make committee chair and member appointments and formulate committee charges.
  - c. Working with the Central Office and President to prepare the Critical Calendar
  - d. Working with the Central Office to prepare the agenda for Post-Convention meeting of the Board and Committee Chairs
8. Assume the responsibilities and office of the President if the President is unable to fill his/her term.
9. The Executive Committee is responsible for at least an annual performance appraisal of the Executive Director and the management company within the first quarter of the succeeding fiscal year. All members of the Executive Committee will participate in the assessment prior to the formal appraisal session.
10. Send a "Letter of Intent" to each incoming committee chair upon appointment. Letter requests their signature reflecting their commitment to serve the Association as charges of their committee detail.

SOUTH CENTRAL ASSOCIATION OF BLOOD BANKS  
Job Description of **VICE PRESIDENT**

Responsible & Reports To: President

Term of Office: One Year

Eligibility for Office: Any active individual member of the Association who has served as an Officer, District Director or Committee Chair.

Basic Functions:

1. Serve as a member of the Executive Committee and the Board of Directors
2. Chair the Planning Committee
3. Assist the President with any assigned task/responsibility

Responsibilities:

1. Attend all meetings of the Executive Committee and the Board of Directors
2. Maintain communication with the President and Central Office concerning the on-going Association business and activities:
  - a. Assist with the preparation of meeting agenda(s)
  - b. Communicate with the Central Office, Councils, Executive Committee, and Board members
  - c. Participate as requested
3. Review policies and documents of the Association; includes, but is not limited to:
  - a. Bylaws and Articles of Incorporation of both the Association and the Foundation
  - b. The Policy Manual and the current Critical Calendar
  - c. Board Member and Officer's job descriptions
  - d. Executive Committee Minutes for the last three years
  - e. Board & Committee Chair Manual
4. Learn the organization and function of the Central Office, including:
  - a. Job descriptions, personnel policies and Office Operations Manual
  - b. Recent performance evaluations of the Central Office
  - c. Services offered and materials distributed
  - d. Financial Statements and Contractual Agreements
5. Learn the Guidelines for Conduct of Association meetings (including Robert's Rules of Order)
6. Represent the Association as requested by the President

7. The Executive Committee is responsible for at least an annual performance appraisal of the Executive Director and the management company within the first quarter of the succeeding fiscal year. All members of the Executive Committee will participate in the assessment prior to the formal appraisal session.

SOUTH CENTRAL ASSOCIATION OF BLOOD BANKS  
Job Description of **TREASURER**

Responsible & Reports To: President

Term of Office: Three Years

Eligibility for Office: Any active individual member of the Association who has served as an Officer, District Director or Committee Chair. (Prefer at least one-year previous service on the Finance Committee)

Basic Functions:

1. Serve as a member of the Executive Committee and the Board of Directors
2. Ensure the sound financial status of the Association
3. Ensure that all accounts of the Association are audited annually or as defined by the Board
4. Chair the Finance Committee

Responsibilities:

1. Attend all meetings of the Executive Committee and the Board of Directors
2. In cooperation with Association Management:
  - a. Cause an audit and management letter to be prepared or conform with Association Policy
  - b. Assure receipt and expenditure of Association funds according to policies
  - c. Monitor the Association's financial policies
  - d. Report the financial status of the Association to the Board and membership
  - e. Review and reconcile financial reports
3. Maintain communication with the President and Central Office concerning on-going Association business and activities; participate as requested
4. Review policies and documents of the Association; includes, but is not limited to:
  - a. Bylaws and Articles of Incorporation of both the Association and the Foundation
  - b. The Policy Manual and the current Critical Calendar
  - c. Executive Committee Minutes for the last three years
  - d. Board Member and Officer's job descriptions
  - e. Board & Committee Chair Manual
5. Learn the Guidelines for Conduct of Association meetings (including Robert's Rules of Order)



6. Learn the organization and function of the Central Office, including: descriptions & personnel policies; Office Operations Manual; services offered & materials distributed; contractual agreements & financial agreements
7. Fulfill the charges of the Chair of the Finance Committee by:
  - a. In conjunction with the Central Office, developing the preliminary annual Association budget and presenting it at the annual Budget Meeting
  - b. Producing the final budget for approval at the no later than 30 days prior to start of new fiscal year.
  - c. Ensuring a periodic internal audit is performed
  - d. Submitting recommendations to the Board on matters of finance
  - e. Working with the committee to ensure the successful completion of the other charges
8. Represent the Association as requested by the President.
9. The Executive Committee is responsible for at least an annual performance appraisal of the Executive Director and the management company within the first quarter of the succeeding fiscal year. All members of the Executive Committee will participate in the assessment prior to the formal appraisal session.

SOUTH CENTRAL ASSOCIATION OF BLOOD BANKS  
Job Description of **SECRETARY**

Responsible & Reports To: President

Term of Office: One Year

Eligibility for Office: Any active individual member of the Association who has served as an Officer, District Director or Committee Chair.

Basic Functions:

1. Serve as a member of the Executive Committee and the Board of Directors
2. Prepare and maintain the minutes of all meetings of the Board and Executive Committee and the Annual Business Meeting of the Association
3. Sign all certificates and documents pertaining to the Association as authorized by the Board

Responsibilities:

1. Attend all meetings of the Executive Committee and the Board of Directors
2. Maintain communication with the President and Central Office concerning the on-going Association business and activities; participate as requested
3. Review policies and documents of the Association; and compile recommended changes as submitted by the Executive Committee that includes, but is not limited to:
  - a. Bylaws and Articles of Incorporation of both the Association and the Foundation
  - b. The Policy Manual and the current Critical Calendar
  - c. Board Member and Officer's job descriptions
  - d. Executive Committee Minutes for the last three years
  - e. Board & Committee Chair Manual
4. Learn the Guidelines for conduct of Association meetings (including Robert's Rules of Order)
5. Learn the organization and function of the Central Office, including: job descriptions & personnel policies; Office Operations Manual; services offered and materials distributed; contractual agreements & financial agreements
6. In conjunction with the Central Office, prepare & maintain minutes of all meetings of the Board and Executive Committee and the Annual Business Meeting of the Association

- a. Prepare & send a draft copy of the minutes to the President within 30 days after each meeting
  - b. Prepare and present the final draft of the minutes at least 30 days prior to the next corresponding scheduled meeting for incorporation into the agenda & meeting packet
  - c. Ensure that attendance of members is accurately documented at all meetings
  - d. Develop “action item” list from the meeting minutes for distribution
7. Represent the Association as requested by the President
8. The Executive Committee is responsible for at least an annual performance appraisal of the Executive Director and the management company within the first quarter of the succeeding fiscal year. All members of the Executive Committee will participate in the assessment prior to the formal appraisal session.

SOUTH CENTRAL ASSOCIATION OF BLOOD BANKS  
Job Description of **IMMEDIATE PAST PRESIDENT**

Responsible & Reports To: President

Term of Office: One Year

Eligibility for Office: The individual who served as President in the preceding year

Basic Functions:

1. Serve as a member of the Executive Committee and the Board of Directors
2. Serve as a counselor to the President, Executive Committee and the Board of Directors

Responsibilities:

1. Attend all meetings of the Executive Committee and the Board of Directors
2. Maintain communication with the President; participate in activities as requested
3. Provide continuity to the Association by:
  - a. Serving on the Executive Committee and Board of Directors
  - b. Assisting and counseling the President on matters of Association business
  - c. Assuming responsibility for completion of any project not finished during his/her Presidential term including revisions to the Policy Manual or Bylaws
4. Represent the Association as requested by the President
5. The Executive Committee is responsible for at least an annual performance appraisal of the Executive Director and the management company within the first quarter of the succeeding fiscal year. All members of the Executive Committee will participate in the assessment prior to the formal appraisal session.

SOUTH CENTRAL ASSOCIATION OF BLOOD BANKS  
Job Description of **DISTRICT DIRECTOR**

Responsible & Reports To: President

Term of Office: Two Years

Eligibility for Office: Only persons who are individual members of the Association may be elected to serve as District Directors. Candidates for the position of the District Director must also live in the district represented, except that the Director-at-Large is not required to reside within the region. A candidate shall have served at least two years on a committee and/or have demonstrated ability through prior experience to serve on the Board.

Basic Functions:

1. Serve as a member of the Board of Directors
2. Serve as Chair or Co-chair of one committee
3. Serve as member (or co-chair) of Membership committee

Responsibilities:

1. Attend all meetings of the Board of Directors
2. Through communications with membership, recognize and seek solutions to problems and concerns of the District as they relate to the Association
3. Recruit new members to the Association, both individual and institutional; welcome new members within the elected District by mail or phone; re-recruit members who do not renew their membership and report contact results to the Membership Committee Chair within 30 days of receiving the Drop List of non-renewing members
4. Attend the Annual Meeting of the Association. Provide assistance where/when needed to assist in the overall success of the Meeting
5. Support Association leadership development by recommending and nominating, if applicable, members, within the elected District, to serve in key positions within the Association
6. Act as an ambassador of the Association whenever the opportunity presents itself